



OFFICE OF THE DEAN

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Office of the Dean
School of Medicine
SOM-DPM-002-00
DATE: November 14, 2000

MEMORANDUM FOR FACULTY, STAFF, MEDICAL STUDENTS

SUBJECT: Required Attendance, Academic Activities

- A. **Reissuance.** This memorandum reissues School of Medicine (SOM) Dean's Policy Memorandum SOM-DPM-001-96, "Required Attendance, Academic Activities," dated April 22, 1996 (hereby canceled).
- B. **Applicability.** This memorandum applies to policy and procedures concerning required attendance at academic activities of the undergraduate medical education program of the School of Medicine.
- C. **Policy.** The faculty is dedicated to excellence in medical education and to inspiring the desire for lifelong learning in students. The entire faculty shares jointly in the responsibility for the development of the curriculum and ensuring its integration into a coherent educational program. This is an ongoing process in which the Curriculum Committee, department chairmen, course and clerkship directors, and teaching faculty all participate under the leadership of the Dean. Students have an equally important role in the educational process. They have primary responsibility to manage their educational activities, to master the curriculum, and to actively contribute to their educational program in ways that promote and enrich its academic excellence.
- The USUHS program in medical education consists of a four year curriculum, organized by discipline and administered by the basic and clinical sciences departments and the dean's office. In addition, students receive training that is unique to their future roles as uniformed medical officers and that extends beyond the educational experience offered by other U.S. medical schools. The curriculum consists of diverse educational experiences including lectures, laboratories, small group learning, panel discussions, clinical clerkships, seminars and field exercises, accompanied by opportunities to conduct basic research and participate in community health programs. Attendance is required if the activity represents a unique educational experience or participation of all students is essential for its success. Required activities include most laboratory exercises, small group experiences, clinical experiences, and lectures presented by honored guest speakers.

D. Procedures.

1. Attendance at laboratory exercises, small group experiences and learning experiences conducted in clinical settings is required unless otherwise stated by the department responsible for the course.

2. In addition, required attendance at other educational experiences may be requested by the course director or departmental chairman under the following circumstances:

a. The session includes participation of a guest lecturer from outside of USUHS, whose presence is an honor to the group.

b. The content of the session is essential for accomplishing the work of a subsequent small group experience or laboratory exercise and cannot be acquired by students through independent study.

3. In cases where required attendance must be requested, requests should be made, in writing, by the course director or department chairman. The justification for the request, the process to be used to verify attendance, and the academic penalties for failure to attend must be clearly stated. Requests must be submitted to the Dean, through the Associate Dean for Medical Education (MEE). The Associate Dean, MEE reviews request for concurrence with SOM policy, and then forwards requests to the Dean for final action.

4. All required sessions should be identified for the students at the beginning of the course. Academic consequences for infraction should be clearly set out. Attendance must be monitored by the course director/department chairman and penalties must be consistently administered.



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Dean